



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Program Support Specialist 3, Assistance Programs [Classified Competitive]</b>			Salary <b>P22 \$65,036.01 - \$92,158.53</b>
Posting Number <b>623-24</b>	Position Number <b>931600</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/13/2024</b> To: <b>09/27/2024</b>
Location: <b>FHS/MCH/RPHS 55 North Willow Street 4th Fl Trenton, NJ 08625-0364</b>		Scope of Eligibility/Open to: <b>Department of Health Employees</b>	
GENERAL DESCRIPTION			
<p>The Program Specialist 2 will serves as the primary contact and program management officer for the Healthy Women Healthy Families (HWHF) grants. This position is key to monitoring grants and collaborating with other RPHS team members and grantees to ensure HWHF and other MCH programs are synergized to improve pregnancy outcomes and eliminate disparities for women, infants, and families. Duties include performing administrative and analytical work to promote the planning, operation, implementation, monitoring, and evaluation of HWHF and other programs and services as assigned, participation in planning and implementing/upgrading existing programs, researching funding sources, writing proposals, conducting evaluations and other duties as assigned. Grant monitoring includes learning and working on the SAGE (System for Administering Grants Electronically) system to ensure that program goals and objectives are met, in addition to adhering to Departmental fiscal and grant requirements. Other duties include performing site visits with Grantees to ensure compliance and helping to ensure that program goals and activities are met and completed, collaborating with many internal staff and external partners in effort to improve pregnancy outcomes and reduce disparities in maternal and child health care, performing research/literature reviews, responding to inquiries, and preparing reports and other documents as needed. The Program Specialist 2 will also assist in facilitation of meetings and agenda planning, respond to general inquiries regarding program requirements and activities, and other duties as assigned.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p><b>NOTE:</b> Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Five (5) years of professional experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field from an accredited college or university.</p>			
<b>CERTIFICATION:</b>			



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Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain the following:

Certification as a Home Energy Professional Energy Auditor and Quality Control Inspector both issued by the Building Performance Institute, accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Assistance Program Memorandum, 036 and USDOE Weatherization Program Notice 14 respectively. Training is required to be successfully completed within the time frame established by the Appointing Authority, depending upon availability by the training provider.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
***PSTFHS@doh.nj.gov***

- Mail the required documents to:  
**Juliet Taylor, Senior Management Assistant  
Family Health Services  
Reference Posting #623-24  
New Jersey Department of Health  
PO Box 364  
Trenton, NJ 08625-0364**

**Required documents:**

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*



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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(SAME) Applicants:**

If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at:

<https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

**PHEL Candidates:**

If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.

**Direct Client Care:**

If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.

**New Jersey  
First Act:**

In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

**Resume Note:**

Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**